

Step by Step Instruction: How to Directly Certify Students Using Other Documentation

Professional Standards Learning Code 3120
Length: 30 minutes



Revised March 2016

"How to Directly Certify Students Using Other Documentation" is intended for the School Food Authorities in the state of Arizona. All regulations are specific to operating the National School Lunch Program under the direction of the Arizona Department of Education.

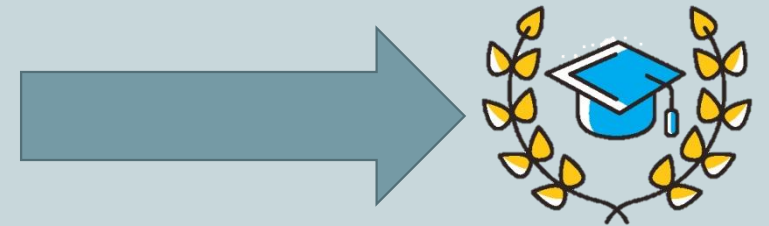
Objectives

This training will focus on how students can be directly certified using documentation other than matches from CNP Direct Certification. It will:

- Review the term and types of *Direct Certification*.
- Explain the different ways students can be directly certified when they are not a match in CNP Direct Certification.
- Review the documentation that should be maintained when students are directly certified through these methods.
- Remind the reader to update the benefit issuance document (BID) based on the type of documentation received.

Comprehension Check

- Throughout this guide there will be comprehension quiz questions to test your knowledge and help you apply what you're learning.
- Be sure to review these quiz questions and the answers, available within the guide.
- This icon will indicate a comprehension quiz question, and the background of the slides will be a light blue like you see on this slide.



How to Directly Certify Students Using Other Sources of Documentation

The Step by Step Instruction will review:

Definitions	Slides 5-6
Direct Certification Overview	Slides 7-8
Direct Certification for Foster Children	Slides 9-13
Direct Certification for Homeless Students	Slides 14-19
Direct Certification for Migrant Students	Slides 20-23
Direct Certification for Runaway Students	Slides 24-28
Direct Certification for Head Start/Even Start students	Slides 29-31
Direct Certification via TANF/FDPIR Letter Method	Slides 32-39
SNAP Letter Method	Slides 40-46
Frequently Asked Questions and Answers	Slides 47-51

*The following slides will only cover how-to instructions for Directly Certifying students who are not a match in CNP Direct Certification. **Please refer back to the ADE webpage for additional Direct Certification How-To-Guides.***

Definitions

Definitions

Meal benefits: meals are provided at no cost (free) or reduced-priced (reduced) for eligible children.

Certification: the process of obtaining and reviewing documentation to determine the meal benefits for which a child is eligible.

Categorically Eligible Children: Children who are automatically eligible for free meal benefits because they, or any member of their household receive benefits under assistance programs like Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) or Food Distribution on Indian Reservations (FDPIR). All students in the household are automatically eligible for free meals.

Other Source Categorically Eligible Children: Categories which make children automatically eligible for free meals because they are homeless, migrant, runaway, foster children or enrolled in a Head Start or Even Start Pre-K program. Only the children who fall into these categories are automatically eligible for free meals. The benefits do not extend to all children in the household.

Definitions (Continued)

Definitions

Direct Certification: The process of determining which children are automatically eligible for free meal benefits based on documentation obtained directly from the appropriate State or local agency. Children directly certified should automatically receive free meal benefits without the need to submit a household application to the school.

CNP Direct Certification: An online application owned by ADE and accessed by Local Education Agencies (LEAs) operating NSLP where student information is compared directly with Department of Economic Security (DES) information. Matches are made between student enrollment records and benefit recipient records from other assistance programs (i.e., SNAP, TANF) and Foster care agencies.

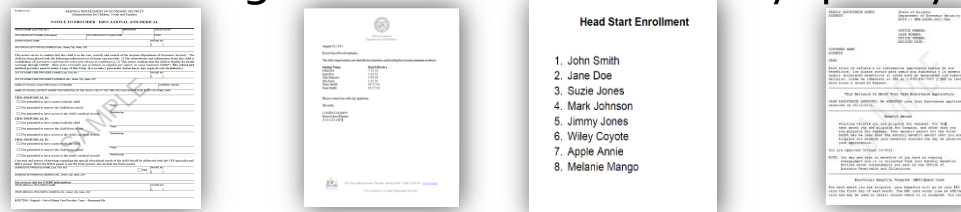
Direct Certification

There are 2 methods LEAs can use to receive documentation from State or Local agencies regarding which students are automatically eligible for free meals (directly certified).

1. Computer matching through CNP Direct Certification:



2. Receipt of other documents that provide evidence the student falls into one of the categories that automatically qualify to receive free meals:



LEAs must keep all documentation (match results and other documents) on file to support the eligibility of all students.

Direct Certification

Computer Matching: A process where student information is compared directly with Department of Economic Security (DES) information. Matches are made between student enrollment records and benefit recipient records from Other Assistance Programs (i.e., SNAP, TANF) and Foster care agencies. In Arizona, this is done in CNP Direct Certification.

Information about direct certification via computer matching can be found at this link:

<http://www.azed.gov/health-nutrition/nslp/programguidance/>

→ Other Documentation:

LEAs can obtain documentation that a student falls into one of the following categories:

Foster Child

Homeless, Migrant, Runaway Youth

Enrolled in Head Start or Even Start Pre-Kindergarten program.

Family provides a letter showing they are approved to receive TANF or FDPIR assistance.

This guidance will focus on the requirements for other documentation that directly certifies students for free meals.

Notice to Provider for Foster Children

Notice to Provider for Foster Children

When a child is in foster care in Arizona, the foster family will receive a **Notice to Provider Form**.

This form serves as documentation from the Arizona Department of Economic Security's Department of Child Safety (a state agency) and the child listed on the form is automatically eligible for free meals.

Foster Child: Child whose care and placement is the responsibility of the State or is *formally* placed by a court in a caretaker household, while the State retains legal custody of the child.

Children who reside with family members through informal agreements or permanent guardianship are **not** considered foster children for the purposes of direct certification and they are not directly certified for free meals.

Notice to Provider for Foster Children Sample Form

Child's Name
and birthdate

Contact
information
for foster
family

FC-069 (7-10)

ARIZONA DEPARTMENT OF ECONOMIC SECURITY Administration for Children, Youth and Families

NOTICE TO PROVIDER - EDUCATIONAL AND MEDICAL

CHILD'S NAME (Last, First, M.I.)		BIRTHDATE	CHILD'S ID NO.
CPS SPECIALIST'S NAME (Print Name)		CPS SPECIALIST'S SIGNATURE	DATE
SUPERVISOR'S NAME		PHONE NO. ()	
CPS SPECIALIST'S OFFICE ADDRESS (No., Street, City, State, ZIP)			

This notice serves to confirm that this child is in the care, custody and control of the Arizona Department of Economic Security. The child has been placed with the following authorized out-of-home care provider. 1) The whereabouts and information about this child is confidential. (*El paradero e información sobre este niño(a) es confidencial.*) 2) This notice confirms that the child is eligible for health coverage through CMDP. (*Este aviso convalida que el niño(a) es elegible por seguro de salud mediante CMDP.*) The school and medical provider need to make a copy of this form. (*La escuela y proveedor deben hacer una copia de este formulario.*)

OUT-OF-HOME CARE PROVIDER'S NAME (Last, First, M.I.)		PHONE NO. ()
OUT-OF-HOME CARE PROVIDER'S ADDRESS (No., Street, City, State, ZIP)		
NAME OF SCHOOL CHILD PREVIOUSLY ATTENDED		CURRENT GRADE
NAME OF SCHOOL DISTRICT WHERE THE PARENT(S) OF THE CHILD LIVED AT THE TIME THE CHILD WAS PLACED IN OUT-OF-HOME CARE		

THIS INDIVIDUAL IS:

- ☐ Not permitted to have contact with the child.
- ☐ Not permitted to remove the child from school.
- ☐ Not permitted to have access to the child's medical records.

Name

Relationship

THIS INDIVIDUAL IS:

- ☐ Not permitted to have contact with the child.
- ☐ Not permitted to remove the child from school.
- ☐ Not permitted to have access to the child's medical records.

Name

Relationship

THIS INDIVIDUAL IS:

- ☐ Not permitted to have contact with the child.
- ☐ Not permitted to remove the child from school.
- ☐ Not permitted to have access to the child's medical records.

Name

Relationship

Concerns and notices of meetings regarding the special educational needs of the child should be addressed with the CPS specialist and IDEA parent. When the IDEA parent is not the foster parent, also include the foster parent.

SURROGATE PARENT(S) NAME (Last, First, M.I.)		<input type="checkbox"/> NA	PHONE NO. ()
SURROGATE PARENT(S) ADDRESS (No., Street, City, State, ZIP)			

See reverse side for CMDP information

PRIOR MEDICAL PROVIDER'S NAME		PHONE NO. ()
PRIOR MEDICAL PROVIDER'S ADDRESS (No., Street, City, State, ZIP)		

ROUTING: Original – Out-of-Home Care Provider; Copy – Permanent file

To Directly Certify this student:

1. Review the information to ensure the student listed is enrolled at your school.
2. Save a copy of this form.
3. Update your BID to show this student as **Free, DC Foster** effective the date received.

The free meal benefits do not extend to any other students in the household.

Comprehension Check

True or false: A student is directly certified if a family member states they are the foster parent of a child, but did not go through the court system.

- A. True. All foster children are directly certified.
- B. True. No documentation is needed. You can take the family's word and directly certify the student.
- C. False. Direct Certification only applies if the child is formally placed by the court system and there is a Notice to Provider form on file.
- D. False. Foster arrangements with family members do not count as foster care situations.



Comprehension Check

True or false: A student is directly certified if a family member states they are the foster parent of a child, but did not go through the court system.

- A. True. All foster children are directly certified.
- B. True. No documentation is needed. You can take the family's word and directly certify the student.
- C. **False. Direct Certification only applies if the child is formally placed by the court system and there is a Notice to Provider form on file.**
- D. False. Foster arrangements with family members do not count as foster care situations.

Direct Certification for foster children can only be determined by receipt of a Notice to Provider form, which shows that the child has been formally placed in a foster care setting.



Liaison List for Homeless Students

Liaison List for Homeless Students

Each LEA should have a designated official who is responsible for identifying homeless students, in order to connect them with appropriate support and resources. This official is the homeless liaison.

The liaison should provide a list of names of all students determined to be homeless, the effective date, and the liaison's signature.

This list serves as documentation from the liaison (local agency official) that the student(s) are homeless, and they are automatically eligible for free meals.

Homeless Student: Student identified as lacking a fixed, regular, and adequate nighttime residence under the McKinney-Vento Homeless Assistance Act by the LEA liaison, or by the director of a homeless shelter.

Homeless Liaison: Designated district official who is responsible for identifying homeless students.

This link provides information regarding the homeless liaison for each LEA.

<http://www.azed.gov/populations-projects/home/homeless/>

Comprehension Check

Who is responsible for determining which students are considered homeless?

- A. The staff member who collects eligibility documentation.
- B. The ADE Homeless Program Coordinator
- C. The student or family
- D. The homeless liaison for the school/district



Comprehension Check

Who is responsible for determining which students are considered homeless?

- A. The staff member who collects eligibility documentation.
- B. The ADE Homeless Program Coordinator
- C. The student or family
- D. The homeless liaison for the school/district**

Each school or district should have a designated homeless liaison. In some instances, it may be the same person who collects eligibility documentation, but not always. The key factor is that the liaison has been designated as the official who is responsible for identifying homeless students.



Liaison List for Homeless Students

Sample Form

On official school/district letterhead

Students identified as homeless and date each student was determined homeless.

Liaison signature and contact information



State of Arizona
Department of Education

August 10, 2015

Dear School Food Authority,

The following students are identified as homeless and lacking fixed and permanent residence.

Student Name	Date Effective
John Doe	7/12/12
Jane Doe	7/12/12
Tim Johnson	5/03/14
Jim Jones	2/25/15
Susie Smith	10/17/14
Sean Smith	10/17/14

*Note that the effective date on the liaison list is the date the student was determined to be homeless. The effective date on your BID should reflect the date you received the list.

Please contact me with any questions.

Sincerely,

Linda Liaison
Great School District
(555) 123-4567



1535 West Jefferson Street • Phoenix, Arizona 85007 • (602) 542-8700 • www.azed.gov

"This institution is an Equal Opportunity Provider"

To Directly Certify these students:

1. Review the information to ensure the students listed are enrolled at your school.
2. Make sure the letter is on district letterhead and that it is signed by the liaison.
3. Save a copy of this list.
4. Update your BID to show these students as **Free, DC Homeless** effective the date you received the list.*

The free meal benefits do not extend to other students in the household.

Homeless children in private schools

Private schools may use documentation obtained from shelter directors, a public school liaison, or the State Coordinator for Education of Homeless Children and Youth to determine a child's eligibility for free meals.

Although the McKinney-Vento Homeless Assistance Act only applies to public schools, private schools are encouraged to establish a homeless or runaway liaison for this purpose.

Liaison List for Migrant Students

Liaison List for Migrant Students

Migrant students are identified when the National Certificate of Eligibility is received by the State Migrant Education Program (MEP) Coordinator. This form is kept on file in the attendance office of each district.

A State or Local agency official should be able to provide a list of students who are enrolled in the Migrant Education Program. This list serves as documentation from the liaison that the student(s) are migrant, and they are automatically eligible for free meals.

In Arizona, the State MEP Director is Mary Haluska, and she can be reached at Mary.Haluska@azed.gov or (602) 542- 5169. Mary can provide additional information about the Migrant Education Program.

Migrant Student: Student who has moved across school district lines within the last three years in order to accompany or join a parent or guardian who has moved to seek/obtain temporary or seasonal work in agriculture or fishing.

Migrant Education Program (MEP) Director: State or local official who is responsible for identifying and maintaining supporting documentation regarding who is defined as a migrant child.

Liaison List for Migrant Students

Sample Form

On official letterhead

Students identified as migrant students and the date documentation was received by the liaison.

Liaison signature and contact information



State of Arizona
Department of Education

August 10, 2015

Dear School Food Authority,

The following students have been identified as migrant students, based on receipt of the National Certificate of Eligibility.

Student Name	Date Effective
John Jones	7/12/12
Jane Deer	7/12/12
Tim Jackson	5/03/14

*Note that the effective date on the liaison list is the date the student was determined to be enrolled in the Migrant Education Program. The effective date on your BID should reflect the date you received the list.

Please contact me with any questions.

Sincerely,

Linda Liaison
Great School District
(555) 123-4567



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To Directly Certify these students:

1. Review the information to ensure the students listed are enrolled at your school.
2. Make sure the letter is on official letterhead and that it is signed by the liaison.
3. Save a copy of this list.
4. Update your BID to show this student as **Free, DC Migrant** effective the date you received the list.*

The free meal benefits do not extend to other students in the household.

Letter from a Migrant Liaison

A letter from a MEP official or local educational liaison, provided by a household which confirms that a child currently meets the definition of a migrant is also acceptable documentation for direct certification of a migrant student.

Liaison List for Runaway Students

Liaison List for Runaway Students

The homeless liaison may also be connected with organizations that operate programs funded through the Runaway and Homeless Youth Act (RHYA). The liaison should provide the LEA with a list of students known to be enrolled in a RHYA program, the effective date, and the liaison's signature.

The director of the 'RHYA service provider' runaway shelter may also provide a signed letter stating that the child is a runaway.

This list (or letter) serves as documentation from the liaison (local agency official) that the student(s) are runaways and/or homeless, and they are automatically eligible for free meals.

Runaway Student: A runaway child is identified as a runaway receiving assistance through a program under the Runaway and Homeless Youth Act (RYHA) by the local educational liaison.

Liaison List for Runaway Students

Additional Information

The programs for runaways are established by the Family and Youth Services Bureau (FYSB) of the U.S. Department of Health and Human Services. Because the FYSB coordinates with school district homeless liaisons, LEA officials should be able to obtain documentation of a child's participation in an RHYA-funded program.

Memo [CN#21-05](#) provides additional guidance regarding runaway students, and also provides a list of RHYA grantees.

The following link may also assist LEAs in obtaining more information about the operations of the RHYA programs in their State:

<http://www.acf.hhs.gov/programs/fysb/resource/fysb-grantee-map>

Liaison List for Runaway Students Sample Form

On official
school/district
letterhead

Students
identified as
runaway
students and
the date
documentation
was received by
the liaison.

Liaison
signature and
contact
information



State of Arizona
Department of Education

August 10, 2015

Dear School Food Authority,

The following students have been identified as runaway students as determined by their enrollment in a RHYA program.

Student Name	Date Effective
Sammy Smith	7/15/12
Jim Doe	7/21/14

Please contact me with any questions.

Sincerely,

Linda Liaison
Great School District
(555) 123-4567

*Note that the effective date on the liaison list is the date the student was determined to be enrolled in a RHYA program. The effective date on your BID should reflect the date you received the list.

To Directly Certify these students:

1. Review the information to ensure the students listed are enrolled at your school.
2. Make sure the letter is on district letterhead and that it is signed by the liaison.
3. Save a copy of this list.
4. Update your BID to show this student as **Free, DC Runaway** effective the date you received the list.*

The free meal benefits do not extend to other students in the household unless they are also on the list.



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Additional Information about Programs for Runaway Students

The following is a Web site that may assist LEAs in obtaining more information about the operations of the RHYA programs in their State:

<http://www.acf.hhs.gov/programs/fysb/resource/fysb-grantee-map>

Enrollment Roster for Head Start or Even Start

Enrollment Roster for students in Head Start and Even Start

Some districts operate Federally funded Pre-K programs (Head Start) or State-funded Pre-K programs (Even Start). The enrollment rosters or a statement of enrollment from these programs serve as documentation that the students are participating in the program, and are automatically eligible for free meals.

Head Start: A Federally-funded Pre-Kindergarten program that promotes school readiness of young children from low-income families.

Even Start: A grant-funded education program that is designed to improve the academic achievement of young children and their parents, with an emphasis on reading. Students enrolled must be at the Pre-Kindergarten level.

Enrollment Roster for Head Start or Even Start

Sample Form

Documented Enrollment Roster

Student names who are enrolled in the program

Great Desert District Heads Start Enrollment Roster School Year 2015-2016

Student Name	Classroom
Alberts, Josie	Mrs. Smith
Benson, James	Mrs. Smith
Carson, Sally	Mrs. Smith
Daniels, Cora	Mrs. Smith
Farmer, Jordan	Mrs. Smith
Gonzales, Gretta	Mrs. Smith
Hanson, Tyler	Mrs. Smith
Johnson, Jessica	Mrs. Smith
Martinez, Scotty	Mrs. Smith
Olsen, Janet	Mrs. Jones
Peters, Alex	Mrs. Jones
Roberts, Suzie	Mrs. Jones
Smith, Meghan	Mrs. Jones
Tanner, Michelle	Mrs. Jones
Valenzuela, Zachary	Mrs. Jones
Wilson, Johnny	Mrs. Jones

To Directly Certify these students:

1. Review the information to ensure the roster is for your school and current school year.
2. Save a copy of this list.
3. Update your BID to show these students as **Free, DC Head Start** effective the date you received the list.*

The free meal benefits do not extend to other students in the household.

TANF and FDPIR Letter Method

TANF Letter

When families receive cash assistance from government programs, they receive a letter outlining their benefits. If a family provides a copy of a letter showing they receive Temporary Assistance for Needy Families (TANF), all children in the household are directly certified for free meals.

Families who provide a copy of their approval letter from these agencies **do not** need to turn in a household application.

Temporary Assistance for Needy Families (TANF) provides families with cash assistance to care for children, and also assists with job preparation.

The Department of Economic Security issues a letter to families who are approved to receive TANF assistance.

TANF Letter

Sample Form

FAMILY ASSISTANCE ADMIN
ADDRESS

State of Arizona
Department of Economic Security
HTTP:// WWW.AZDES.GOV//FAA

Includes a case number → OFFICE NUMBER:
CASE NUMBER:
NOTICE NUMBER:
MAILING DATE:

Includes family/student name → CUSTOMER NAME
ADDRESS

DEAR

Este aviso se refiere a la informacion importante acerca de sus beneficios, los plazos cortos para pedir una Audiencia y la manera de seguir recibiendo beneficios si usted esta en desacuerdo con nuestra decision. Llame de inmediato al DES al 1-855-432-7587 y DES le leeran esta aviso a usted en Espanol.

Indicates they are receiving CASH ASSISTANCE → This Decision Is About Your Cash Assistance Application

CASH ASSISTANCE APPROVED: We APPROVED your Cash Assistance application received on 05/12/2015.

Includes benefit information and timeframe. → Benefit Amount

Starting 05/2015 you are eligible for \$xxxxxx. For the next month you are eligible for \$xxxxxx, and after that you are eligible for \$xxxxxx. Your benefit amount for the first month may be less than the monthly benefit amount that you are eligible for because your benefits started the day we received your application.

You are approved through 10/2015.

NOTE: You may get less in benefits if you have an ongoing overpayment and it is collected from your monthly benefits. Notices about overpayments are sent by the Office of Accounts Receivable and Collections.

Electronic Benefits Transfer (EBT)/Quest Card

For each month you are eligible, your benefits will go on your EBT card the first day of each month. The EBT card works like an ATM/debit card and may be used at retail stores where it is accepted. You can

To Directly Certify these students:

1. Review the information to ensure you can connect the enrolled student with the name listed on this page.
2. Make sure there is a case number listed and that it is 8 digits or less.
3. Review the benefit information to make sure the family is receiving CASH ASSISTANCE benefits and that the letter reflects a current timeframe.
4. Save a copy of this letter.
5. Update your BID to show this student as **Free DC TANF Letter** effective the date the letter was received.
6. Extend the benefits to all other students in the household.

Comprehension Check

What key words should you look for when a family brings in a letter to determine if they are directly certified via TANF?

- A. Temporary Assistance for Needy Families
- B. Directly certified
- C. Cash assistance
- D. Benefit amount



Comprehension Check

What key words should you look for when a family brings in a letter to determine if they are directly certified via TANF?

- A. Temporary Assistance for Needy Families
- B. Directly certified
- C. **Cash assistance**
- D. Benefit amount

A TANF letter is identified by the words Cash Assistance in the benefit amount section. Refer to slide 34 for a reminder of what to look for.



FDPIR Letter

Food Distribution Program on Indian Reservations (FDPIR) provides food assistance to households residing on tribal land based on economic need.

FDPIR letters will vary in content depending on the tribal organization providing the assistance. If you receive a letter from a household receiving FDPIR assistance, review the letter looking for the information listed here. →

*FDPIR case numbers will vary in format based on the tribal organization that issues the benefits. This chart shows the case number format for tribes in Arizona.

If a tribe is not listed below, they most likely do not participate in FDPIR.

Indian Tribal Organization	Case Number Format
White Mountain Apache Tribe, Navajo Nation, Tohono O'odham Nation, Quechan Indian Tribe, San Carlos Apache Tribe	Head of Household's Social Security Number (ex. 123456)
Colorado River Indian Tribes	5 digits (preceding zero plus a number from 1-2000) – (ex. 01985)
Gila River Indian Community	A letter plus a number 1-7 plus the last four numbers of the head of household's SSN – (ex.D61234)

For additional information visit: <http://www.fns.usda.gov/fdpir/fdpir.contacts>

To Directly Certify these students:

1. Review the information to ensure you can connect the family member listed with students who attend your school.
2. Look for information that says they are receiving FDPIR benefits
3. Look for a case number*.
4. Save a copy of this letter.
5. Update your BID to show this student as FREE DC FDPIR letter effective the date the letter was received.

Comprehension Check

What date should be listed on the BID for any method of direct certification via other documentation?

- A. The date the documentation is received by the school nutrition program staff conducting eligibility processes.
- B. The date listed on the letters or lists received by the school nutrition program staff conducting eligibility processes.
- C. The date the student enrolls in the school
- D. The date a student first eats a school meal.



Comprehension Check

What date should be listed on the BID for any method of direct certification via other documentation?

- A. The date the documentation is received by the school nutrition program staff conducting eligibility processes.**
- B. The date listed on the letters or lists received by the school nutrition program staff conducting eligibility processes.
- C. The date the student enrolls in the school
- D. The date a student first eats a school meal.

Direct certification benefits cannot be given to a student until the date the documentation is received. This should be the effective date listed on the BID for purposes of school meal counting and claiming. Refer to the last step in each of the example slides for a reminder about this guideline.



SNAP Letter Method

(These letters do not count as Directly Certified!)

SNAP Letter Method

Supplemental Nutrition Assistance Program (SNAP) provides families with financial assistance for food. This is the program formerly referred to as food stamps.

- These families also receive an approval letter that looks very similar to a TANF letter. Be sure to look closely to see if the family is receiving SNAP or TANF.
- Per USDA guidance however, these students are not considered directly certified. The students are eligible for free meals, just not counted as directly certified.
- Note these students on your BID as Free-SNAP Letter, and keep the letter on file.

SNAP Letter Method

FAMILY ASSISTANCE ADMIN
ADDRESS

State of Arizona
Department of Economic Security
HTTP:// WWW.AZDES.GOV//FAA

Includes a
case number

OFFICE NUMBER:
CASE NUMBER:
NOTICE NUMBER:
MAILING DATE:

Includes
family/student
name

CUSTOMER NAME
ADDRESS

DEAR

Este aviso se refiere a la informacion importante acerca de sus beneficios, los plazos cortos para pedir una Audiencia y la manera de seguir recibiendo beneficios si usted esta en desacuerdo con nuestra decision. Llame de inmediato al DES al 1-855-432-7587 y DES le leeran esta aviso a usted en Espanol.

Indicates they
are receiving
NUTRITION
ASSISTANCE

This Decision Is About Your Nutrition Assistance Application

NUTRITION ASSISTANCE APPROVED: We APPROVED your Nutrition Assistance application received on 05/19/2015.

The following persons are included in your household. The income, resources, and expenses of these persons are used to determine if you are eligible for Nutrition Assistance benefits and the monthly amount you will get.

Includes name
and birthdate
for all persons
receiving
benefits.

Name	Date of Birth
------	---------------

Name and Date of Birth for each person receiving benefits.

Includes
benefit
amount
greater than
\$0.00.

Benefit Amount

Starting 05/2015 you are eligible for \$xxxxxx. For the next month you are eligible for \$xxxxxx, and after that you are eligible for \$xxxxxx. Your benefit amount for the first month may be less than the monthly benefit amount that you are eligible for because your benefits started the day we received your application.

These amounts may change if there is a change in the number of people in your household, income and/or expenses for the 2nd and 3rd months. We will send you a separate notice if this is the case.

There are also certain households that meet the requirements of a

Families who submit this letter receive free meals, but **ARE NOT** directly certified.

1. Make sure a case number is listed.
2. Make sure the family is receiving NUTRITION ASSISTANCE.
3. Ensure you can connect the name and/or address listed with a student or students enrolled in your school.
4. Review the benefit amount and make sure it says something more than \$0.00.

Some families will receive a letter and have a case number, but will be approved for zero-benefits. These families do not automatically qualify for free meals and they will need to complete a household income application.

SNAP Letter Method

Includes amount and start date.

Benefit Amount

Bottom half of page 1

→ Starting 05/2015 you are eligible for \$xxxxxx. For the next month you are eligible for \$xxxxxx, and after that you are eligible for \$xxxxxx. Your benefit amount for the first month may be less than the monthly benefit amount that you are eligible for because your benefits started the day we received your application.

These amounts may change if there is a change in the number of people in your household, income and/or expenses for the 2nd and 3rd months. We will send you a separate notice if this is the case.

There are also certain households that meet the requirements of a

Includes the month and year when benefits will end.

Top half of page 2

special household. These households may be eligible for the minimum allotment of \$16.00.

→ You are approved through 11/2015

NOTE: You may get less in benefits if you have an ongoing overpayment and it is collected from your monthly benefits. Notices about overpayments are sent by the Office of Accounts Receivable and Collections.

This amount may change without notice if you have a pending Cash Assistance application and it is approved.

Once you have completed steps 1-4 from the previous slide, continue with these steps.

5. Ensure the timeframe of the letter is appropriate. This information is found in the benefit amount section and on page 2 of the letter).

6. Save a copy of this letter.

7. Update your BID to show this student as **Free SNAP Letter** effective the date the letter was received.

8. Extend benefits to all students in the household.

Remember, these students ARE NOT categorized as directly certified.

Comprehension Check

True or False: Families who provide a letter showing they receive benefits from the Supplemental Nutrition Assistance Program (SNAP) are directly certified.

- A. True.
- B. False. SNAP letters do not qualify students for free meals.
- C. False. SNAP letters allow students to eat for free, but they are not considered directly certified.



Comprehension Check

True or False: Families who provide a letter showing they receive benefits from the Supplemental Nutrition Assistance Program (SNAP) are directly certified.

- A. True.
- B. False. SNAP letters do not qualify students for free meals.
- C. **False. SNAP letters allow students to eat for free, but they are not considered directly certified.**

USDA has provided specific guidance that SNAP letters allow students to eat for free, but they do not count as a direct certification method.



TANF vs SNAP Letters

TANF- Directly Certified

This Decision Is About Your Cash Assistance Application

CASH ASSISTANCE APPROVED: We APPROVED your Cash Assistance application received on 05/12/2015.

Benefit Amount

Starting 05/2015 you are eligible for \$xxxxxx. For the next month you are eligible for \$xxxxxx, and after that you are eligible for \$xxxxxx. Your benefit amount for the first month may be less than the monthly benefit amount that you are eligible for because your benefits started the day we received your application.

You are approved through 10/2015.

NOTE: You may get less in benefits if you have an ongoing overpayment and it is collected from your monthly benefits. Notices about overpayments are sent by the Office of Accounts Receivable and Collections.

SNAP- Free but **not Directly Certified**

This Decision Is About Your Nutrition Assistance Application

NUTRITION ASSISTANCE APPROVED: We APPROVED your Nutrition Assistance application received on 05/19/2015.

The following persons are included in your household. The income, resources, and expenses of these persons are used to determine if you are eligible for Nutrition Assistance benefits and the monthly amount you will get.

Name Date of Birth

Name and Date of Birth for each person receiving benefits.

Benefit Amount

Starting 05/2015 you are eligible for \$xxxxxx. For the next month you are eligible for \$xxxxxx, and after that you are eligible for \$xxxxxx. Your benefit amount for the first month may be less than the monthly benefit amount that you are eligible for because your benefits started the day we received your application.

These amounts may change if there is a change in the number of people in your household, income and/or expenses for the 2nd and 3rd months. We will send you a separate notice if this is the case.

Be sure to look closely at any letters you receive.

Remember, all students in households receiving SNAP and TANF are eligible for Free Meals. However, when letters for SNAP and TANF are submitted to the LEA, only the TANF letters are considered **directly certified**.

For additional guidance on this topic, refer to the Eligibility Manual for School Meals updated July 2015 (page 8), found here:

<http://www.azed.gov/health-nutrition/nslp/programguidance/>

Frequently Asked Questions

FAQ

Notice to Provider

A family says they have a child in foster care but they do not have a Notice to Provider. Can the student still be directly certified?

- No. A foster student is only directly certified if the foster family has the Notice to Provider form. Foster students may also be directly certified if they are listed as a match in the CNP Direct Certification system.

*Note: Informal arrangements where a student is being cared for by a family member are not considered foster care.

FAQ Homeless, Migrant, Runaway

I know a student is homeless, migrant or runaway but they are not on the homeless liaison list. Can I still directly certify the student?

- No. Only students who are on the liaison list are directly certified. However, if you know a student is homeless and is not on the list, you are encouraged to share this information with your liaison(s). The goal is to let the liaison know there is a student who is potentially eligible for additional resources.

FAQ Homeless, Migrant, Runaway

Our liaison emailed me a list of students who are enrolled in homeless, migrant or runaway programs. Can I directly certify the student or do I have to have a hard copy list?

- The email is sufficient documentation provided there is a signature line with contact information for the liaison. You are strongly encouraged to print this email as back-up documentation in the event of a computer crash.

FAQ

Letter Method

What if a family turns in a TANF or FDPIR letter with an application?

- The TANF or FDIPR letter directly certifies the student(s) for free meals. Keep the application with the letter and **file them together with your direct certification documents**. The student is free on the BID and benefits extend to other members of the household.

Technical Assistance

If you have any questions about using other documentation to directly certify students for free meals, review the

Eligibility Manual for School Meals found at:

<http://www.azed.gov/health-nutrition/nsip/programguidance/>

For information on Direct Certification through computer matching and upload methods, refer back to the [ADE webpage](#).

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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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